

REPORT OF GENERAL MANAGER

NO. 03-31

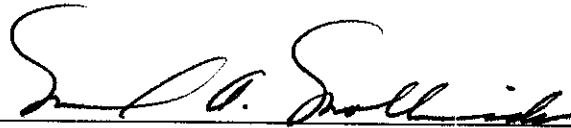
~~DATE~~ January 3222, 2003

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: IMPERIAL COURTS RECREATION CENTER - ACCOUNT TRANSFER

L. Brath _____ H. Fujita _____
T. Corrales _____ J. Kolb _____
J. Combs _____
J. Duggan* JD



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board, subject to the approval of the Mayor, authorize the transfer of appropriated funds within Recreation and Parks Fund 302 to record and classify expenses under the appropriate accounts, as follows:

From:	Account 735, Other Operating Equipment	\$54,785
To:	Account 107, Salaries As-Needed	\$10,785
	Account 304, Contractual Services	\$4,000
	Account 316, Maintenance Materials and Supplies	\$2,000
	Account 601, Office and Admin Expense	\$1,000
	Account 602, Operating Supplies	\$20,000
	Account 730, Furniture, Office, and Technical Equipment	\$17,000

SUMMARY:

The FY 02-03 Budget provided \$61,050 in equipment for the Imperial Courts Recreation Center but omitted funding for salaries as-needed and expense accounts to operate the facility. Of the amount provided, only \$6,265 is needed for equipment. The transfer of the remaining \$54,785 budgeted funds between accounts is required to

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hire part-time maintenance staff, purchase office supplies and equipment to operate the newly refurbished facility which reopened on December 14, 2002.

An appropriate amount for continued funding to Imperial Courts' salaries as-needed and expense accounts has been requested on the Department's 03-04 Budget.

Prepared by: Bart Benjamins, Chief Management Analyst